The Boss Babe Bridal Organiser

Wed in Bliss

THE BOSS BABE BRIDAL ORGANISER

WELCOME

There's nothing I love more than an organised bride! A boss babe who takes control, thinks outside of the box and works to make every part of her wedding so slick that its difficult to flip upside down!

The Boss Babe Bridal Organiser is your bible for all things marital and its something that I feel overwhelmingly proud of as I believe that its definitely up there as one of the best products in our shop. I've given you a space to write down EVERY aspect of your wedding including tips, tricks and tools to make your wedding the smoothest and slickest wedding around!

Lets do this cause' I know you've got this, babe!

Nikki xoxo

THE BOSS BABE BRIDAL ORGANISER

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The Details

The Details

Wedding Date	
Budget	
Approx. Number of Guests	
Venue	
Caterers	
Photographer	
Videographer	
Entertainment	
Stationery	
Florist	
Cake Baker	

Hair Stylist

Make-Up Artist

Transport

Accommodation

What are you enjoying most about planning your wedding?

Take a picture of your answer and tag us in it *@wedinblissuk* for a repost on our Instagram account!

The Budget

Budgeting

Using the *Wed-in-Bliss* **Budget Savvy Boss Babe** blueprint for financing your wedding, a technique that I teach inside our video workshop, you can use this template below to keep note of and to control your budget.

YOUR BUDGET

£ _____

We call this **The Safety Net Stash**! This is set aside for any unforeseen outgoings or hidden costs!

Now shave off a **15% contingency** from this amount

= £

BUDGET REMAINING

£ _____

This is a rough idea of what budget you can allocate for your **Venue & Catering**

= £

Then half the remaining amount.

Remaining amount for **all other Core Vendors**

= £

BUDGET: _____

SAFETY NET STASH: _____

REMAINING BUDGET: _____

VENUE & CATERING: _____

OTHER CORE VENDORS: _____

My Wedding Budget

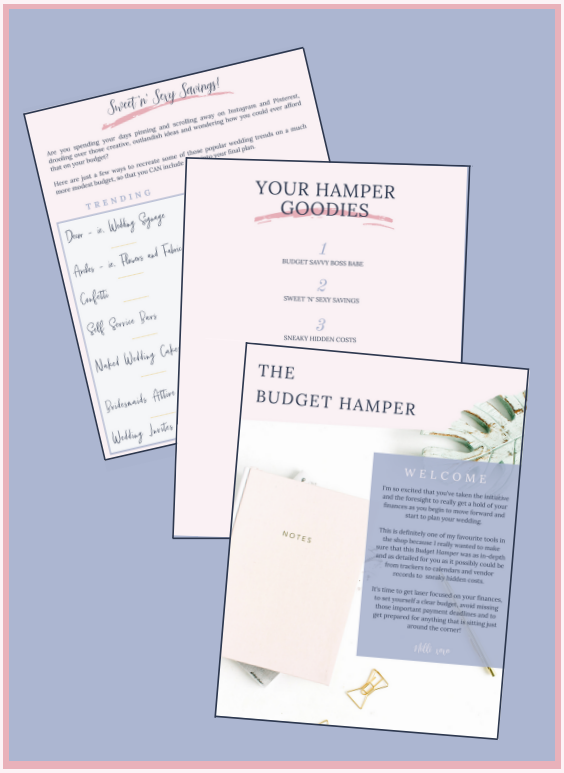
£ _____

Overspend Costs

£ _____

If you overspent on your budget, note it down here

For a super in-depth budgeting toolkit that really puts into action our method of the *Budget Savvy Boss Babe*, be sure to check out our gorgeous '***Budget Hamper***' in our online shop. It's packed full of handy tips & templates for your flawless budgeting strategy. Check it out at ***www.wed-in-bliss.com***.



The Wedding Party

Your Tribe

Best Man

Maid
of Honour

Groomsmen

Bridesmaids

Flower Girls

Page Boys

Parents
of the Bride

Parents
of the Groom

Colours and Themes

Your Colour Scheme

All considered colour palettes

Final Colour Palette Choice

Why did you decide on these colours?

Your Theme

- [ ] Traditional
- [ ] Classic
- [ ] Forest
- [ ] Vintage
- [ ] Fairytale
- [ ] Rock
- [ ] Boho
- [ ] Other

If 'Other' mention it here: _____

What do you love most about your chosen theme?

Are there any specific props that relate to your theme that you just have to have?

Venue

Venue

Venue

Venue Address

Venue Style

Venue Capacity	Overall Guests	Day Guests	Evening Guests

Venue Co-ordinator or Point of Contact

Point of Contact Telephone

Point of Contact Email Address

	Yes	No
Are you able to set up the day before?		
Are you using an in-house catering team?		

Venue Cost

Is this over your allocated budget? Yes ☐ No ☐

What's included in the price?

Do you have the venue for sole hire? Yes ☐ No ☐

Will the Ceremony be held at your main venue? Yes ☐ No ☐

If yes, which room/ area?

If no, where will your ceremony be held?

Ceremony Address

Venue Policy
for Entertainment

Venue Policy
for Cancellation

	Yes	No
Is there overnight parking available?	☐	☐
Do the parking facilities cater for disabled access?	☐	☐

Venue
Deposit Due

Did you decide to create
a payment plan with your venue?

Yes ☐ No ☐

Venue Payment
Plan Details

	✓	Date
Deposit Paid	☐	
First Payment Paid	☐	
Second Payment Paid	☐	
Third Payment Paid	☐	
Final Balance Paid	☐	

Caterers

Caterers

Catering Company

Company Address

Catering Capacity

Day Guests

Evening Guests

Point of Contact _____

Contact Telephone _____

Contact Email Address _____

Have you booked a taster session? Yes ☐ No ☐

Was there an extra fee for this? Yes ☐ No ☐

If so, how much? _____

Taster Session Date: _____ **Time:** _____

Menu

Canapés

Starter

Main

Dessert

Evening Food

	Yes	No
Did you take advantage of a package deal?	☐	☐

If so,
what's included?

	Yes	No
Will your favours be food-based?	☐	☐

If YES, what do you have planned? _____

	Yes	No
Do they charge a cake-cutting fee?	☐	☐

If YES, how much? _____

	Yes	No
Do they have all applicable licenses and insurances?	☐	☐

	✓	Date
Final Guest Numbers Confirmed	☐	_____
Final Menu Choices Confirmed	☐	_____
Allergies & Dietary Requirements Sent	☐	_____
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

Photographer

Photographer

Photographer

Company Address

Point of Contact _____

Contact Telephone _____

Contact Email Address _____

	Yes	No
Have you booked an engagement shoot?	☐	☐
Was there an extra fee for this?	☐	☐

If so, how much? _____

Engagement Shoot Location _____

Engagement Shoot Date: _____ **Time:** _____

What style of photography are you having?

Traditional ☐ Contemporary ☐ Reportage ☐

Did you choose a package deal? Yes ☐ No ☐

If YES, what's included?

Do you need to cover travel expenses? Yes ☐ No ☐

Are all prices inclusive of VAT? Yes ☐ No ☐

Will you be ordering any post-wedding albums? Yes ☐ No ☐

If YES, what are the additional costs for this? _____

What time will they arrive on the day? _____

When will you receive your edited photos? _____

	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

Photo Shot List

GETTING READY

- [ ] The Dress
- [ ] Garter, veil & shoes
- [ ] Bouquets
- [ ] Brides hair
- [ ] Bride applying make-up
- [ ] Dressing the Bride
- [ ] Bride's jewellery/ veil
- [ ] Bride & Bridesmaids
- [ ] Bride, Mother & Father
- [ ] Groom tying shoes/ tie
- [ ] Father pins buttonhole to groom
- [ ] Groom, Ushers & Father
- [ ] Groom, Mother & Father
- [ ] Leaving for the Ceremony

RECEPTION

- [ ] Room Shots
- [ ] Close-up seating plan
- [ ] Close up tables Centepieces
- [ ] The head table
- [ ] Bridal Party entrance
- [ ] The Wedding Cake
- [ ] The Cutting of the Cake
- [ ] Speeches & Toasts
- [ ] The Master of Ceremonies
- [ ] Bouquet toss
- [ ] First dance
- [ ] Parents dancing
- [ ] Guests dancing
- [ ] Bride & Groom 'just married'

THE CEREMONY

- [ ] Guests Arrival
- [ ] Parent & Grandparents
- [ ] Bride & Father in wedding car
- [ ] Bride exits car
- [ ] Groom waiting at the altar
- [ ] Flower girls down the aisle
- [ ] Bridesmaids down the aisle
- [ ] Bride & Father entrance
- [ ] Father giving Bride away
- [ ] Bride & Groom holding hands
- [ ] Special reading/ performance
- [ ] Bride & Groom Vows
- [ ] Exchanging of the rings
- [ ] First kiss as husband & wife
- [ ] Signing of the register
- [ ] Bride & Groom exiting
- [ ] Wedding party exiting
- [ ] Confetti throws
- [ ] Bride & Groom leaving venue
- [ ] Bride & Groom drive away
- [ ] Reception venue outside shot
- [ ] Shot of tables with guests
- [ ] Room shot at ceremony

FORMAL PHOTOS

- [ ] Bride, Groom & Wedding party
- [ ] Bride, Groom & Brides parents
- [ ] Bride, Groom & Grooms parents
- [ ] Bride, Groom, all parents & siblings
- [ ] Bride, Groom & extended family
- [ ] Bride, Groom & groups of friends
- [ ] All guests together
- [ ] Bride & Bridesmaids
- [ ] Groom & Groomsmen
- [ ] Bride & Maid of Honour
- [ ] Groom & Best Man
- [ ] Bride & Groom separately full shot
- [ ] Bride & Groom with Siblings separately
- [ ] Bride & Groom with Parents separately
- [ ] Picture of the Rings
- [ ] Bride, Groom, Flower Girl/Page Boy
- [ ] Whole party together

EXTRA SHOTS

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Videographer

Videographer

Videographer

Company Address

Point of Contact

Contact Telephone

Contact Email Address

Videographer release form signed & Sent?
Sometimes requested by the Church or Venue
pre- wedding so be sure to double-check if this is needed.

Sent ☐

Have they filmed at your venue before?

Yes ☐ No ☐

Have they worked with your Photographer before?

Yes ☐ No ☐

Did you choose a package deal?

Yes ☐ No ☐

If YES,
what's included?

What style of film are you having?

Traditional ☐ Cinematic ☐ Documentary ☐ Short Form ☐

Do you have a say in the final edit? Yes ☐ No ☐

What is the estimated wait time on your edited film? _____

Would they release any unedited raw footage? Speeches/ Ceremony? Yes ☐ No ☐

Is there an additional fee for this? Yes ☐ No ☐

If YES, how much? _____

Do you need to cover travel expenses? Yes ☐ No ☐

Do you need to cover an overnight stay? Yes ☐ No ☐

Are all prices inclusive of VAT? Yes ☐ No ☐

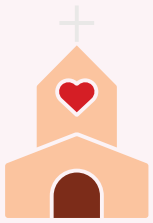
	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

Entertainment

Entertainment

How many forms of Entertainment
will you be having throughout the entire day? _____

The Ceremony ☐



Type | Contact Details

The Cocktail Hour ☐

Type | Contact Details

The Wedding Breakfast ☐

Type | Contact Details

The Evening Reception ☐

Type | Contact Details

The Ceremony

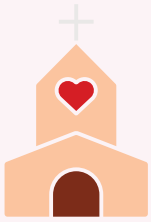
What is your arrangement? At which points of the Ceremony will your entertainment be performing?

What time will they arrive for set-up?

What time will they begin?

Total Cost for the Act

Are there any additional costs involved? Transport? Church fees?



	✓	Date
Deposit Paid	☐	
Final Balance Paid	☐	

The Cocktail Hour

How many sets have you agreed? ☐

How long is each set?

What time will they arrive for set-up?

What time will they begin?

Total Cost for the Act

	✓	Date
Deposit Paid	☐	
Final Balance Paid	☐	

The Wedding Breakfast

At which points of the Wedding Breakfast will your entertainment be performing? _____

_____

What time will they arrive for set-up? _____

What time will they begin? _____

Total Cost for the Act _____

Are there any additional costs involved? Transport? _____

	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

The Evening Reception

How many sets have you agreed? ☐

How long is each set? _____

What time will they arrive for set-up? _____

What time will they begin? _____

Total Cost for the Act _____

	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

Music

Processional Music
(Walking down the aisle) _____

Recessional Music
(Walking up the aisle as newlyweds) _____

First Dance _____

Father Daughter Dance _____

Will you be using any playlists? Yes ☐ No ☐

At which point in the day
will you be using a playlist? _____

Equipment Needed

Speaker System

☐

Mic for the Speeches

☐

Laptop or other similar device

☐

Any other additional notes/costs:

Stationery

Stationery

Will you be making your own 'SAVE THE DATES'? Yes ☐ No ☐

If YES, what are your ideas for the design of them?

Which company will you choose to print/distribute them?

Or will you be using a stationery designer? Yes ☐ No ☐

If YES, give the details here

Name	Telephone	Email	Delivery Date

Will you be making your MAIN WEDDING INVITES? Yes ☐ No ☐

If YES, what are your ideas for the design of them?

Which company will you choose to print/distribute them?

Or will you be using a stationery designer? Yes ☐ No ☐

If YES, give the details here

Name	Telephone	Email	Delivery Date

Yes No

Will you be making your own ORDER OF SERVICE programmes? ☐ ☐

If YES, what are your ideas for the design of them? _____

_____

Which company will you choose to print them?

_____

DELIVERY DATE: _____

Does your ORDER OF SERVICE include:

Yes

'The Marriage of _____ &_____' title ☐

Yes

Any Welcome messages from the vicar if applicable? ☐

Yes

Any Hymns with lyrics ☐

Yes

Any readings with reader's names ☐

Yes

The marriage vows & giving of the rings ☐

Yes

The Signing of the Register and any music introductions ☐

Optional...

Yes

A 'Cast List' of the Wedding Party ☐

Yes No

Will your favours be stationery -based? ☐ ☐

If YES, what do you have planned?

_____

Yes No

Will you be making any HOMEMADE DECOR?

If YES, what do you have in mind?

What materials will you need to build these into a reality?

How do you imagine your GIFT TABLE?

What do you have in mind for your GUEST BOOK?

Will you be making your own ORDER OF THE DAY board to inform guests of the days events and timings?

Yes ☐ No ☐

If YES, what are your ideas for the design of it? _____

_____

Have you included:

	Yes	Timing
The Cocktail Hour with Photos	☐	_____
Wedding Breakfast & Speeches	☐	_____
Any events in between the Wedding Breakfast and the Evening Reception	☐	_____
Cutting of the Cake	☐	_____
The First Dance & Time to Party!	☐	_____

Will you be making your own 'THANK YOU LETTERS'?

Yes ☐ No ☐

If YES, what are your ideas for the design of them? _____

_____

Which company will you choose to print/distribute them?

_____

Or will you be using a stationery designer?

Yes ☐ No ☐

If YES, give the details here

Name	Telephone	Email	Delivery Date

Stationery Record

	Designed	Created	Sent	Response
SAVE THE DATES	☐	☐	☐	☐

	Designed	Created	Sent	Response
MAIN INVITES	☐	☐	☐	☐

	Designed	Created	Packed
ORDER OF SERVICE	☐	☐	☐

	Designed	Created	Packed
ORDER OF DAY	☐	☐	☐

	Imagined	Created	Packed
GIFT TABLE	☐	☐	☐

	Imagined	Created	Packed
GUEST BOOK	☐	☐	☐

	Designed	Created	Packed
HOMEMADE DECOR	☐	☐	☐

	Designed	Created	Sent
THANK YOU LETTERS	☐	☐	☐

Attire

Attire

The Dress

Bridal Store

Store Address

Point of Contact

Contact Telephone

Contact Email Address

Dress Designer

Dress Colour

Dress Style

Dress Neckline

Dress Size

Was it love at first sight?

For your eyes only!

Place a picture of your dress here...

Fitting Appointments

1 ☐ 2 ☐ 3 ☐

Alterations needed

Shorter Hem ☐ Longer Hem ☐ Letting Out ☐ Pulling In ☐

Bustle ☐ Beading ☐ Boning ☐

Other _____

Seamstress Name/ Contact /

Alteration Costs

Are you having a veil? Yes ☐ No ☐

If YES, describe your veil: _____

Shoe Make/ Designer _____

Shoe Colour/ Heel size _____

Describe your jewellery _____

Costs

Dress	Headpiece	Shoes	Jewellery	Other

	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

The Grooms Suit

Suit Store

Store Address

Point of Contact

Contact Telephone

Contact Email Address

Are you choosing to purchase a bespoke, tailored suit?

Yes ☐ No ☐

Suit Designer

Suit Colour

Suit Style

Suit Size

What will make your Groom stand out from his Ushers?

Place a picture of your Grooms suit here...

Fitting Appointments

1 ☐ 2 ☐ 3 ☐

Alterations needed

- ☐ Sleeves Lengthened
- ☐ Sleeves Shortened
- ☐ Sleeves Slimmed-Down
- ☐ Sleeves Widened
- ☐ Chest: Take-In
- ☐ Chest: Take-Out
- ☐ Jacket Shortened
- ☐ Shoulders Extended
- ☐ Shoulders Reduced
- ☐ Collar Roll Corrected

Tailors Name/ Contact /

Alteration Costs

Shoe Make/ Designer _____

Shoe Colour _____

Tie/ Cravat Colour _____

Pocket Square Colour _____

Other Accessories _____

Costs

Suit	Shirt	Shoes	Tie/ Pocket Square	Other

	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

The Bridesmaids

How many Bridesmaids do you have?

Are you paying for your Bridesmaid outfits or are they paying for their own?

YOU ☐ THEM ☐

Bridesmaid Store

Store Address or Online Website

Cost Per Dress: _____ x dresses = _____

Seamstress for Alterations _____

Dress Designer _____

Dress Colour _____

Dress Style _____

Dress Neckline _____

Shoe Designer _____

Shoe Colour _____

Hairpiece _____

Jewellery _____

Place a picture of your Bridesmaid dresses here...

Bridesmaid Outfit Tracker!

BRIDESMAID	DRESS SIZE	SHOE SIZE	ORDERED?	ALTERATIONS?

NOTES

The Ushers

How many Ushers do you have?

Are you paying for your Ushers suits or are they paying for their own?

YOU ☐ THEM ☐

Are you hiring or purchasing the suits?

HIRE ☐ PURCHASE ☐

Suit Store

Store Address or Online Website

Cost Per Suit: _____ x Suits = _____

Suit Tailor for Alterations:
Name & Contact Details

_____

_____

Shoe Make/ Designer _____

Shoe Colour _____

Tie/ Cravat Colour _____

Pocket Square Colour _____

Other Accessories _____

Place a picture of your Ushers suits here...

Groomsmen Suit Tracker!

USHERS	NECK SIZE	JACKET SIZE	WAIST SIZE	TROUSER LENGTH	SHOE SIZE

NOTES

The Flower Girls

How many Flower Girls do you have?

Where did you purchase their outfits from? Cost

What colour are they?

Do they need altering and if so, how?

Shoe Colour Cost

Hairpiece Cost

Other Cost

Total Cost

The Page Boys

How many Page Boys do you have?

Where did you purchase their outfits from? Cost

What colour are they?

Do they need altering and if so, how?

Shoe Colour Cost

Tie Colour Cost

Other Cost

Total Cost

Flowers

Flowers

Florist

Company Address

Point of Contact

Contact Telephone

Contact Email Address

Do you plan on having...

- [ ] Bridal Bouquet
- [ ] Bridesmaid Bouquets
- [ ] Flower Girls Petals
- [ ] Corsage for the mothers of the Bride & Groom
- [ ] Floral Hair Crowns
- [ ] Buttonholes
- [ ] Top Table Spray
- [ ] Floral Table Centrepieces
- [ ] Ceremony or Venue Flowers
- [ ] Floral Arches

What is your colour scheme? _____

What season are you getting married in?

Spring	Summer	Autumn	Winter
☐	☐	☐	☐

Are there any particular flowers that you're interested in incorporating into your wedding?

1	_____	6	_____
2	_____	7	_____
3	_____	8	_____
4	_____	9	_____
5	_____	10	_____

	Yes	No	
Is there a delivery fee?	☐	☐	If YES, how much? _____
Is there a set-up fee?	☐	☐	If YES, how much? _____
Is there a turnaround fee? Moving flowers from the Ceremony to the Main Venue.	☐	☐	If YES, how much? _____

Your Order Breakdown...

FLOWERS	QUANTITY	COST

Final date to make order adjustments: _____

	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

Cake

Cake

Cake Company

Company Address

Cake Baker

Contact Telephone

Contact Email Address

Describe your perfect cake...

Where did you meet your cake baker?

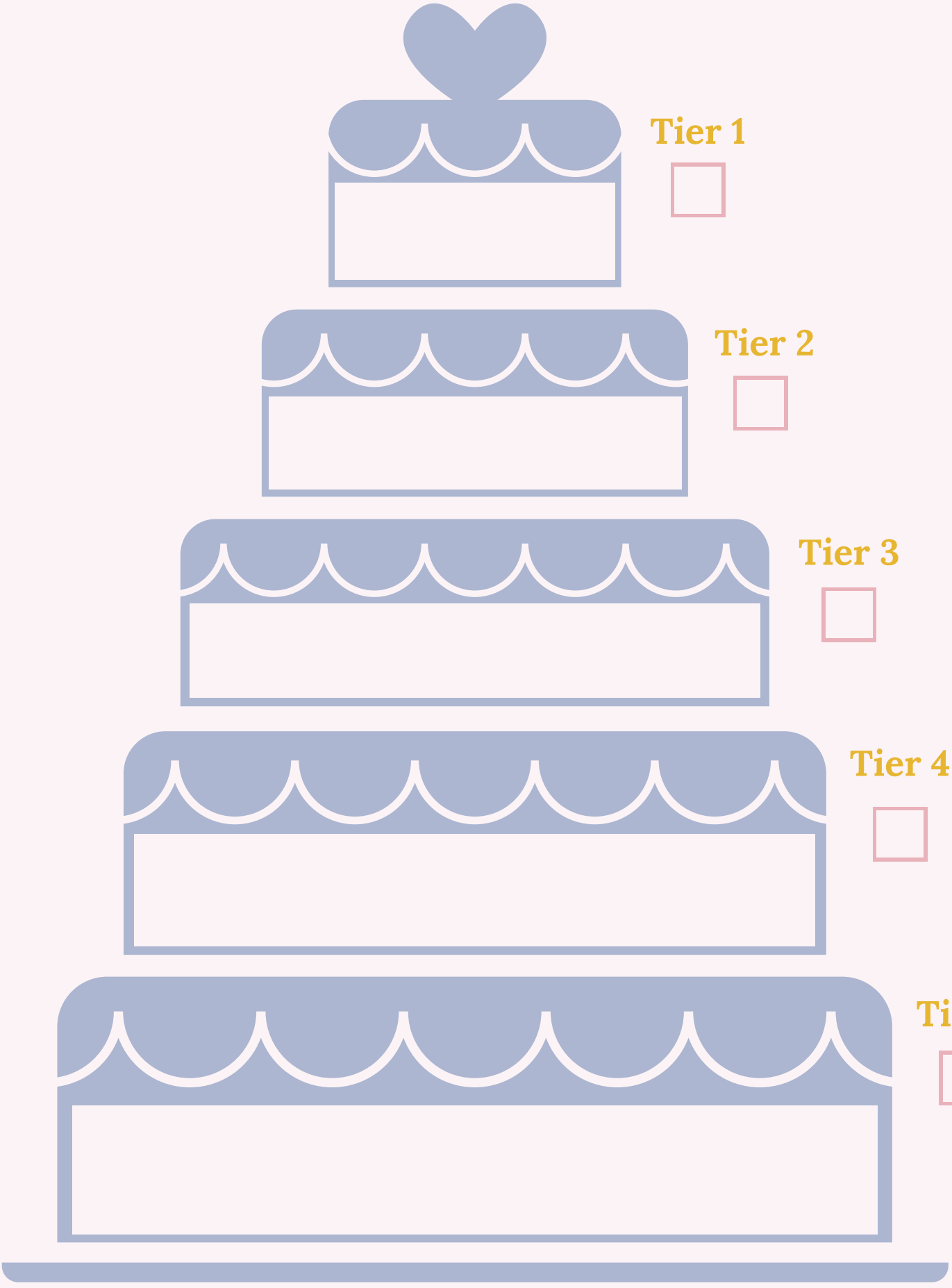
How many tiers are you having?

How many guests are you catering for?

To cut down on costs will you do any of the following:

- ☐ Display a smaller cake and use a tray bake to cater for numbers
- ☐ Opt for fresh flowers not sugar flowers
- ☐ Fake a tier or two with a 'dummy' cake

Let's talk about all things CAKE! **Tick each tier** that's applicable to your design and **in each layer** talk about the sponge, the different flavour combinations, designs and more!



Have you booked your cake tasting? Yes ☐ No ☐

Was there an extra fee for this? Yes ☐ No ☐

If so, how much? _____

Cake Tasting Date: _____ **Time:** _____

Are you hiring or purchasing a cake stand? HIRE ☐ PURCHASE ☐

Cost: _____

What is the delivery fee?

What is the set-up fee?

	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

Hair and Make-Up

Hair & Make-Up

Are you using the same company for both Hair & Make-Up?

Yes ☐ No ☐

	Hair	Make-Up
Name		
Company Store/ Address		
Contact Telephone		
Contact Email		

Hair

Describe the neckline of your dress: _____

Will you be opting for...

Updo

☐ Low Chignon
☐ Twisted Updo
☐ Ponytail
☐ Bun
☐ Fishtail

Down

☐ Curls
☐ Straight
☐ Half Up, Half Down
☐ Braided
☐ Beach Waves

Will you be accessorising with any of these?

☐ Crystal Crown
☐ Jewellery Combs/ Barettes
☐ Tiara
☐ Headdress
☐ Flower Crown
☐ Decorative Pins
☐ Individual Flowers

Make-Up

What is the theme of your wedding? _____

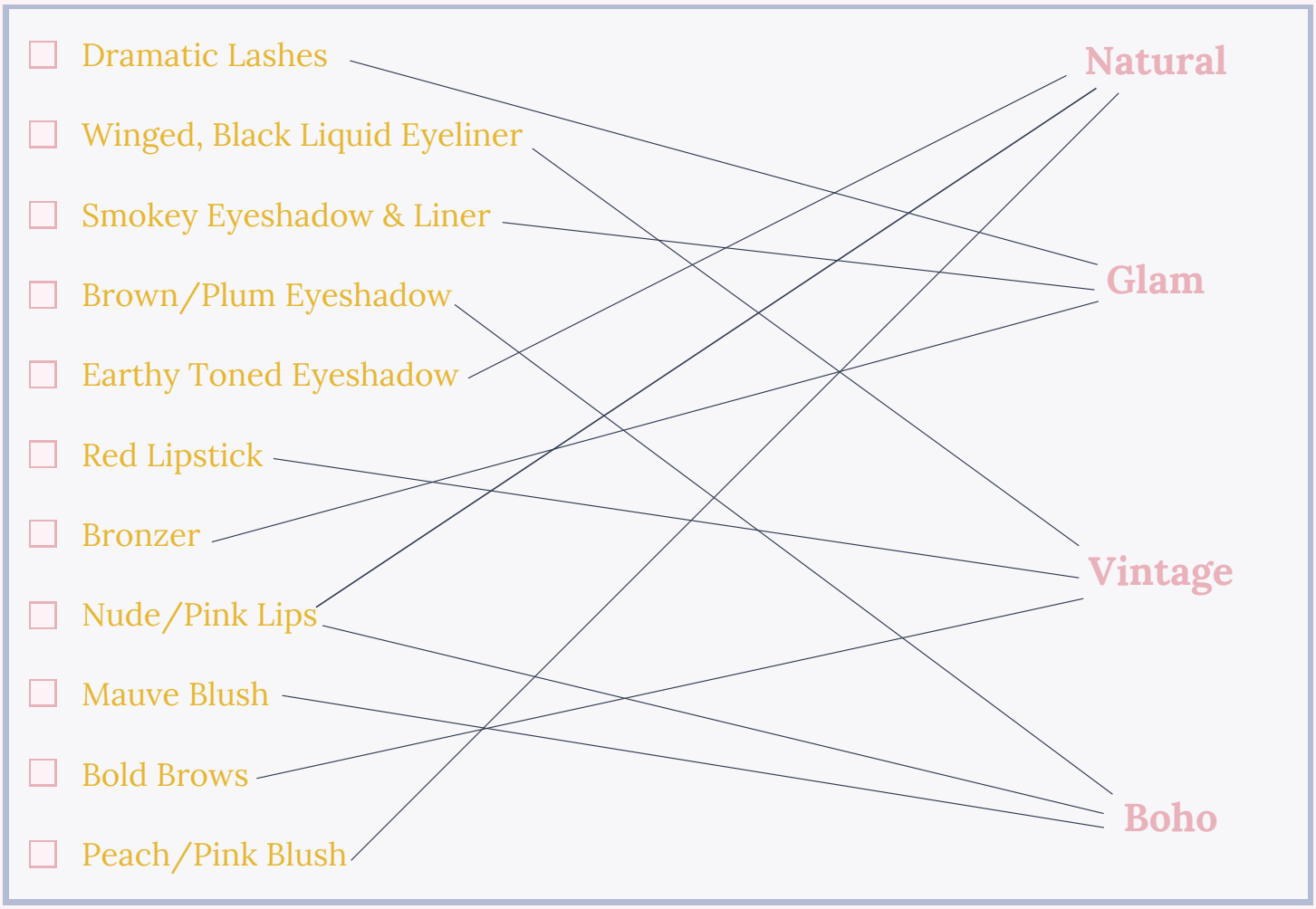
Describe your venue: _____

Describe your dress: _____

Using these top 3 factors, which make-up look would best suit your overall style for the wedding?

Natural	Glam	Vintage	Boho
☐	☐	☐	☐

Need some help in deciding? Check out some of the characteristics for these looks below and tick the box next to it if you would like to trial some of these ideas...



Hair & Make-Up Running Order

Morning Schedule

Aim for 30 minute intervals between each station and don't forget to factor in time to drink mimosas and eat your breakfast!!

	Hair	Make-Up
: AM		
: AM		
: AM		
: AM		
: AM		
: AM		
: AM		
: AM		
: AM		
: AM		
: AM		

Packing a small emergency kit for any touch ups throughout the day is always a great idea!
Tick the boxes for anything that you wish to pack into the kit...

Have you booked a Hair trial? Yes ☐ No ☐

Was there an extra fee for this? Yes ☐ No ☐

If so, how much? _____

Hair Trial Date: _____ **Time:** _____

Did you choose a package deal? Yes ☐ No ☐
This could include your wedding party

If YES,
what's included?

Have you booked a Make-Up trial? Yes ☐ No ☐

Was there an extra fee for this? Yes ☐ No ☐

If so, how much? _____

Make-Up Trial Date: _____ **Time:** _____

Did you choose a package deal? Yes ☐ No ☐
This could include your wedding party

If YES,
what's included?

HAIR

	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

MAKE-UP

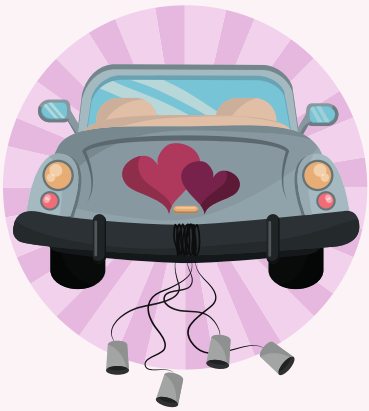
	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

Transport

Transport

Transport is sometimes overlooked or left until last when planning a wedding yet its an important cog in the machine for a smooth running of the day. Tick any of the boxes below that you'll need to take into consideration for your transport...

- [ ] Grooms Party - To the Church
- [ ] Bridal Party - To the Church
- [ ] The Bride & her Father
- [ ] The Newlyweds - From the Church to the Venue
- [ ] The Wedding Party - From the Church to the Venue
- [ ] Your Guests - From the Church to the Venue
- [ ] The Newlyweds - From the Venue to the Accommodation
- [ ] Your Wedding Party - From the Venue to the Accommodation
- [ ] Your Guests - From the Venue to the Accommodation



Note below what your plans are for each journey...

Grooms Party - To the Church

Bridal Party - To the Church

The Bride & her Father

The Newlyweds - From the Church to the Venue

The Wedding Party - From the Church to the Venue

Your Guests - From the Church to the Venue

The Newlyweds - From the Venue to the Accommodation

Your Wedding Party - From the Venue to the Accommodation

Your Guests - From the Venue to the Accommodation

If you're hiring a certain mode of transport for you and your fiancé, share the details below...

Mode of Transport

Transport Company

Company Address

Point of Contact _____

Contact Telephone _____

Contact Email Address _____

The Journey

If most or all of your guests are staying in the same hotel, hiring a coach locally for them could be a cheaper option than spending on taxis, especially if you are holding your wedding in a more rural area with a lack of transport companies. Set up a separate account for your guests to transfer you the money for a return trip beforehand so that you can hire and pay for the coach in advance. It will reduce any last minute panic. You can state the account details on your main invites or through your wedding website.

Local Coach Company _____

Overall Hire Cost _____

Cost Per Guest _____

NAME ON THE ACCOUNT	
SORT CODE	
ACCOUNT NUMBER	
REFERENCE *Make sure your guests put their names as the reference to keep track!*	

The Journey

Guest Coach Booking Hub

GUEST NAME	SEAT PAID	DATE PAID	SEAT BOOKED

Private Transport
Cancellation/ Refund Policies

Guest Coach
Cancellation/ Refund Policies

Private Transport

	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

Coach Transport

	✓	Date
Deposit Paid	☐	_____
Final Balance Paid	☐	_____

Accommodation

Accommodation

Does your venue have on-site accommodation? Yes ☐ No ☐

If YES, how many rooms are available for use? _____

Is there an additional fee to hire these rooms? Yes ☐ No ☐

If YES, how much is this fee per room? _____

Below give details for who you would want to assign these **ON-SITE** rooms too...

ROOM	GUEST NAME	NIGHTS	COST	NOTES

Below give details for any other **NEARBY** accommodation options that you could offer to your guests.

NAME	TYPE	COST	NOTES

Accommodation Cancellation/ Refund Policies

	✓	Date
Deposit Paid	☐	
Final Balance Paid	☐	

The Running Timeline

The Running Timeline

Your timeline of the day will tie everything in together so be sure to work backwards from the end of the evening when you would like the festivities to finish, leaving enough time in between for each section of the day. Create a board of some sort to share with your guests the running timeline of the days events, they will want to know where to be and when.

Welcome to the Wedding of

Mr & Mrs _____ on _____

_____		Ceremony Begins
_____		Cocktails, Canapés & Pictures
_____		Wedding Breakfast
_____		Speeches
_____		Evening Guests Arrive! It's time to dance!
_____		Cutting of the Cake
_____		Evening Food is served
_____		Sparkler send-off for the Bride & Groom
_____		Wedding finishes - Carriages

The Slickest Set-Up

The Slickest Set-Up!

The key to a smooth set-up relies on two things: **PREPARATION** and **DELEGATION**!
An ideal situation is that you'll have access to the venue the day before so that you can set everything up. Failing this, you'll need to be extra prepared with friends, family and wedding party members to set - up your vision for you on the morning of the wedding, allowing you the vital time to relax and take it all in.
Imagine the template in this section as a packing/task list, giving in-depth details for each job so that if need be, you can delegate amongst your party members so that they can sort everything for you.

THE DAY BEFORE

BRIDAL PARTY MORNING SET-UP:	QTY	TASK MASTER	✓
Build the Portable Clothes Rail			
Display the Bridesmaids Dresses			
Display the Flower Girls Outfits			
Display any Gifts			
Display the Bridesmaids Shoes			
Display the Bridesmaids Robes			
Hang your covered wedding dress			
Place your wedding shoes below			
Hang your morning robe			
Store/Chill your Bridal Breakfast			

Music Device and Speakers			

GROOMS PARTY MORNING SET-UP:	QTY	TASK MASTER	✓
Build the Portable Clothes Rail			
Hang your covered Grooms Suit			
Place the Grooms shoes below			
Display the Ushers Suits			
Display any Gifts			
Display the Ushers Shoes			
Display the Page Boys Outfits			
Store/Chill the Grooms Breakfast			
Music Device and Speakers			

CEREMONY SET-UP:	QTY	TASK MASTER	✓
Confetti			
'Order of Service' Programmes			
Any Pew End Decor			
Any Aisle Decor			
'Welcome' Wedding Sign with Easel			
Device for Ceremony Music			

VENUE SET-UP: RECEPTION AREA	QTY	TASK MASTER	✓
Gift & Card Table			
Guest Book			
Gel Bead Vases for any Bouquets			
Any Sparklers, Buckets and Sand			
Welcome Drinks Table with Glasses			
'Order of Day' Board with easel			

Speaker System and Music Device			

VENUE SET-UP: MAIN AREA	QTY	TASK MASTER	✓
Table Plan with Easel			
Speaker System and Music Device			
Table Centrepieces			
Cutlery			
Table Numbers/Names			
Table Place Names			
Favours			
Menus			
Cake Table with Stand and Knives			
Children's Activity Books with Crayons			
Candles			

	Projector, Screen and Stand if needed			
	Bin Bags (Black and White)			

OTHER SET-UP:

ROOM	TASK	QTY	TASK MASTER	✓

WEDDING SET-UP:

ROOM	TASK	QTY	TASK MASTER	✓

CONGRATULATIONS!

You can officially certify yourself as a ***Boss Bride*** because you just smashed that! Well Done!

Why not check out some of our other amazing toolkits for planning your wedding in our shop. We've got every aspect of your wedding covered! Browse the products at *www.wed-in-bliss.com*

THE Wed-in-Bliss PLANNING PACKAGES

Join our waitlist of brides looking for that extra guidance, support, tools, tips and templates at a **fraction of the cost** for a wedding planner! 😀 ▯

Let's Plan Your Wedding... together!

As seen in...

Blushing Bride BOX

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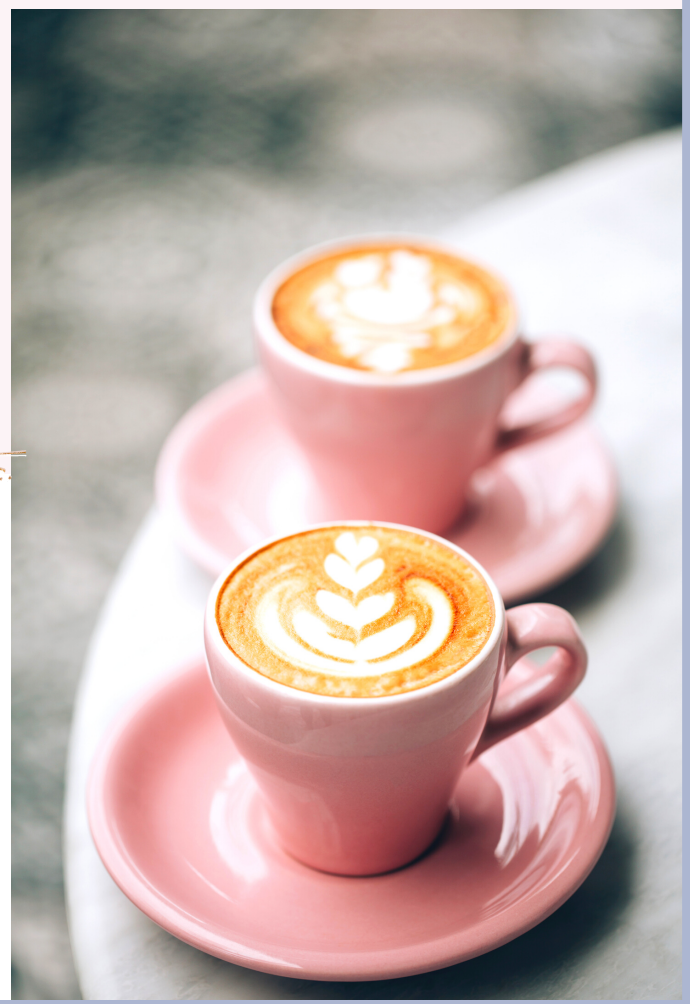
Imagine having your very own virtual wedding planner on tap to reduce stress, spark inspiration and to solidify a solid strategy for a smoothly ran wedding on the day?

Welcome...

to our private planning feature where you'll have our eyes specifically on your wedding and where we'll help you to build the day of your dreams, bringing your vision to life!
It really doesn't matter what stage you're at in your planning because

we have the perfect package for **YOU**!

We'll slowly guide you through our foolproof method which has helped so many brides to successfully plan their big day. We provide you with the useful tools and gorgeous templates to best manage every aspect of your wedding day.



With an endless stream of expert advice and inspiration for personalising your day, you'll be able to take the guesswork out of your planning and be able to fully enjoy the process but now with your new virtual bride tribe by your side!

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LEARN MORE AND *secure your spot*

Click here to read about all of our packages on offer and how we can help **YOU**!

Learn more about packages

Book a Coffee Call

Book onto a coffee call with us to chat about your wedding and our packages!

Let's get this party started!

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